**Noel**

**Noel.293725@2freemail.com**

* *With more than 3 years of professional working experiencesat the gulf in the field of billing & collection and accounting.*

EMPLOYMENT RECORD

Since June 2014 **Al Fanar General Contracting Est, Abu Dhabi, UAE*as Collection Supervisor***

***Duties and Responsibilities:***

* Monitor receivables and collections and provide updates of receivables to Accounts department.
* Provide direction and instruction and work directly with the Collection staff-members for timely compliance of work activities during meter readings and Invoice distribution to clients.
* Reconcile transactions and balances maintain accurate records of receivables from clients.
* Quarterly invoice reconciliation and monitoring of collectors daily performances and collection efficiency.
* Communicate all related collection issues to Accounts department.
* Keep track and follow up payments from clients with overdue accounts.
* Enforce deadlines and asses collection progress among collector-members in distributing Invoices the earliest possible time once generated.
* Ensure the timely reporting of receipts of payments to Accounts department in accordance with company policies and procedures.
* Interact with clients and deal with their concerns and speak to them with assurance to resolve their issues regarding invoices.
* Responsible for ensuring all work related tasks are performed in a manner that is in compliance with company policies.

December 1, 2012 – May 2, 2014 **Marina Al Bateen Resort, Abu Dhabi, UAE*as Accountant***

***Duties and Responsibilities:***

* ***Petty Cash Custodian***. (Process & verify petty cash reimbursements after approval of Financial Manager).
* ***Payroll Master*** (In-Charge of the payroll for the whole project. Process monthly payroll, that is to calculate, analyze, and remit to their personal accounts. Calculate the End of Service Benefits, Leave Pay, Overtime, Salary Adjustments and Deductions. Respond to queries from employees regarding benefits calculation, advances, and other payroll related matters). Knowledgeable in WPS and Bank Salary transfer.
* ***Head Cashier*** (Monitor and check the Daily Sales Reports of all outlets).

Check and verify the system / POS Machine of the cashiers when problem occurs.

* ***Accounting Assistant***. Maintain all checking and savings accounts and reconcile daily and monthly. Submit the monthly reconciliation to my financial manager for approval. Monitor the cash flow and inform my financial manager of the status of each account. Monitoring of Accounts Payables and Accounts Receivables.

PREVIOUS EXPERIENCES

November 2, 2006 – November 28, 2014 **Home Development Mutual Fund(PAG-IBIG),Philippines**

 ***As Accounts Analyst II***

May 29, 2003 – May 29, 2005 **Dilgonz Construction Corporation, Philippines *as Accounting Clerk***

May 2, 2001 – March 28, 2002 **UnionBank of the Philippines, Philippines *as Roving Teller/New Accounts***

IT SKILLS

* Proficient in :
* MS Office (Excel, Word & Outlook)
* Peach Tree System

EDUCATIONAL BACKGROUND

* ***Master of Arts Major in Business Management***, 36 units, Virgen delos Remedios College, **Olongapo City, Zambales, April 2009 to October 2010.**
* ***Bachelor of Science in Business Administration, Major in Banking and Finance***, Tomas del Rosario College, Balanga City, Bataan 2001.

PERSONAL DATA

Date of Birth : December 15, 1980

Languages Known : English and Filipino

*I hereby certify that the above information is true and correct in behalf of my knowledge and belief.*